

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

### SERVICES OF A TOUR OPERATOR FOR THE CONDUCT OF DESTINATION BRANDING AND MARKETING TRAINING

ITEM	SPECIFICATION		STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	<b>Accommodation</b>	<ul style="list-style-type: none"> <li>2 twin sharing room, 1 single room</li> <li>4D/3N with daily breakfast</li> <li>Must be a business-type of hotel located in Boac, Marinduque</li> </ul>	
2	<b>Land Transportation</b>  <b>02 Sept</b> San Juan City Quezon City Pasay City Las Pinas Cavite Lucena (Dalahican Port) – Marinduque  <b>03 Sept</b> Around Marinduque  <b>04 Sept</b> Around Marinduque  <b>05 Sept</b> Marinduque – Lucena (Dalahican Port) Cavite Pasay City Las Pinas Quezon City San Juan City  <i>**Subject to change without prior notice</i>	<ul style="list-style-type: none"> <li>One (1) unit of van model must be at least 2016 or not more than 5-years old; Adequate to transport 4 – 6 persons with luggage and driver</li> <li>Inclusive of fuel, driver, toll, parking, RORO fees for the van and passengers, and other related expenses</li> <li>Inclusive of driver accommodation, meals and other expenses</li> <li>Maximum use of 15 hours per day inclusive of overtime and driver's overtime, accommodation and meals</li> <li>Includes third-party liability insurance</li> <li>First Aid kit on board</li> <li>Provision of umbrella on board</li> <li>Equipped with GPS or Waze and charge units for phones</li> <li>Driver should have strong navigation skills</li> <li>Draft itinerary provided (subject to change without prior notice)</li> <li>Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour</li> </ul>	
3	<b>Meals</b>	<ul style="list-style-type: none"> <li>Meal requirement per day as indicated with one (1) round of drinks (choice of</li> </ul>	

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	<p><b>02 Sept</b> – Breakfast, Lunch, Dinner, PM Snacks (4 pax)</p> <p><b>03 Sept</b> – Dinner (4 pax)</p> <p><b>04 Sept</b> – Dinner (4 pax)</p> <p><b>05 Sept</b> – Lunch, Dinner, AM/PM Snacks (4 pax)</p>	<p>choice of bottled water, juice or soft drinks) worth <b>PhP2,000.00 per person per day (02 and 05 September 2022) and PhP600.00 per person per day (03-04 September 2022)</b>. Meals are subject to approval of the TPB.</p>	
<b>4</b>	<p><b>Event Proper Logistics</b> (26-27 September 2022)</p>	<ul style="list-style-type: none"> <li>• Provision of venue with basic sound system, white screen and projector for 2 days. Should be with access to internet connection in a business-type hotel located in within Boac, Marinduque</li> <li>• Venue should comfortably accommodate 45-50 pax in a classroom set-up</li> <li>• Provision of AM Snacks, Lunch, and PM Snacks for <b>45 pax for 2 days</b>. Should include one (1) round of drinks per meal with free-flowing coffee and tea each day</li> <li>• Meals are subject to approval of the TPB</li> </ul>	
<b>5</b>	<p><b>Speaker's Honorarium Fees and materials</b></p>	<ul style="list-style-type: none"> <li>• Provision of speaker's honorarium fee amounting to PhP 45,000.00 for 2-day speaking engagement</li> <li>• Provision of prizes for icebreaker activities</li> <li>• Provision of printing of materials, pentel pens, pencils, Manila papers, bond papers and other supplies</li> </ul>	
<b>6</b>	<p><b>Training Kit/Materials and Souvenirs</b></p>	<ul style="list-style-type: none"> <li>• Printing of training certificates. Template of certificate to be provided by the TPB</li> <li>• Provision of training kit (notebook, ballpen, catcha bag and other training supplies) for 45 pax</li> <li>• Provision of event souvenir for 45 pax</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Should include 5 sets of event souvenir, kits, etc., as buffer</li> <li>• Training kit/materials and souvenirs are subject to the approval of the TPB</li> </ul>	
<b>7</b>	<b>Photo/Video Coverage</b>	<ul style="list-style-type: none"> <li>• Program photo and video coverage for two (2) days with the following output: <ul style="list-style-type: none"> <li>✓ 150 color-enhanced photos</li> <li>✓ 4-6 minutes event highlight video</li> <li>✓ Submission of raw videos and photos</li> <li>✓ Must be submitted in a hard drive</li> </ul> </li> <li>• Photographer/videographer should be based in Marinduque</li> <li>• Team should be composed of 1 photographer, 2 videographer/editor. Must have serviced corporate photo/video coverage in the past 3 years. Required to submit portfolio.</li> </ul>	
<b>8</b>	<b>Provision of Load Card</b>	<ul style="list-style-type: none"> <li>• Two (2) PhP 500.00 load cards for TPB personnel</li> </ul>	
<b>9</b>	<b>On-site related expense</b>	<ul style="list-style-type: none"> <li>• Provision of incidental and other miscellaneous expenses amounting to <b>PhP25,000.00</b> (additional participants, equipment rental, wifi connection/upgrade, coordination meetings and other expenses)</li> </ul>	

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Signature over Printed Name / Date